

SDSU Accounts Payable ~ Travel Newsletter October 2005

Accounts Payable Travel Policy (T2) Update

Zero Dollar T2 -Effective immediately, it will no longer be necessary to submit "zero dollar" T2's to the Accounts Payable department. **This does not eliminate the need for T2's.** Zero dollar T2's are to be completed in advance, with appropriate signatures, and shall be retained within the department.

T2 without Advance/No Prepayment for registration/T2 for Airline Ticketing

If the trip does not require any advance payment, you will no longer need to submit the T2 to Accounts Payable *prior to* the date of travel. Travel Coordinators will submit the T2 to Accounts Payable, along with the completed and approved Travel Expense Claim. All Travel Expense Claims must be accompanied by a completed T2.

T2's already in Accounts Payable will be retained. Our goal is to make the processing of travel claims more efficient while continuing to meet requirements mandated by the CSU system, and we appreciate your assistance in meeting our objectives.

Further details may be found on the Accounts Payable website at <http://bfa.sdsu.edu/ap/index.htm> or call Anita Clark at x4-3778.

Reimbursement for Meals

Meal receipts are not required to be submitted with your claim for reimbursement; however please remember the amounts allowed for meals are not a "per diem" rate and **you may only claim your actual expense** for meals.

New Rate for Travel Mileage

Effective September 1, 2005, the reimbursement rate for mileage has increased to 48.5 cents per mile. Accounts Payable will review all mileage claims dating back to that date and will automatically process retroactive payments in excess of \$5.00, or mileage exceeding 62.5 miles. If you would like to request reimbursement for less than \$5.00, please contact Anita Clark at extension x43778. Any claims that have not yet been processed will be recalculated using the new rate. All retroactive payments will be made using the original Oracle account string noted on the claim.

Policy regarding mileage reimbursement from the CSU Travel Manual

When requesting mileage reimbursement, the distance traveled shall be computed from the university. However, if a trip is commenced or terminated at claimant's home, the distance traveled shall be computed from either the campus or from home, whichever is the *lesser* distance.

When submitting a claim for a trip that includes mileage reimbursement, go to Mapquest, Yahoo Maps, or any comparable website to map out your trip, and print the page that shows the mileage between SDSU and your destination. This must be submitted with your claim to verify the distance of your travel.

<http://www.mapquest.com/>
<http://maps.yahoo.com/dd>